



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

NOV 30 2006

OFFICE OF  
CHIEF FINANCIAL OFFICER

**MEMORANDUM**

SUBJECT: OCFO's Guidance on FY 2008 National Program Manager Guidance and the Annual Commitment Process and System

FROM: Lyons Gray  
Chief Financial Officer

A handwritten signature in dark ink, appearing to read "Lyons Gray", is written over the printed name and title.

TO: Assistant Administrators  
Regional Administrators  
General Counsel  
Inspector General  
Associate Administrators

This memorandum transmits guidance to assist Agency managers and staff in conducting program planning and priority setting for the upcoming year. The guidance focuses primarily on two areas: (1) developing FY 2008 NPM Guidance priorities and associated measures; and (2) the Annual Commitment Process, including reporting on FY 2007 performance commitments and negotiating agreement of FY 2008 performance commitments. Similar to past years, the NPM Guidance will continue to describe priorities and strategies, but this Guidance reflects an annual focus for FY 2008, in the context of achieving the long term goals in EPA's 2006 – 2011 *Strategic Plan*.

New in FY 2008, NPM Guidance reinforces Agency-wide efforts to streamline measures and reduce the reporting burden for our state and tribal partners, the results of which will ultimately improve our FY 2008 process for negotiating annual performance commitments. In addition, the FY 2008 NPM Guidance reflects consideration and meaningful incorporation of regional priorities and associated measures whenever possible. At the request of the Deputy Administrator, OCFO is working with the Office of Congressional and Intergovernmental Relations and the Office of Policy, Economics and Innovation to establish a work group with representatives from the national program and regional offices. The group will address consistency and format issues with the regional priority measures. I am confident that this additional information will strengthen our planning and accountability processes and better align our measures.

Thank you for supporting our efforts to improve EPA's planning and budgeting processes and for your attention and adherence to this guidance. Should you have any questions, please contact Kathy Sedlak O'Brien at 202-564-1167 or have your staff contact Will Anderson at 202-564-1434. I look forward to working with you as we plan for a successful FY 2008.

Attachment

cc: Marcus Peacock  
Charles Ingebretson  
Ray Spears  
Deputy Assistant Administrators  
Deputy Regional Administrators  
Deputy Associate Administrators  
Maryann Froehlich  
Joshua Baylson  
Kathy Sedlak O'Brien  
David Bloom  
Pamela Luttner  
Judy Kertcher  
Howard Corcoran  
Assistant Regional Administrators  
Senior Budget Officers  
Planning Contacts  
Lead Region Coordinators